DOCUMENT RESUME

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ABSTRACT

The purpose of this instructional "pac" is to provide individuals with the skills and information needed when seeking employment. The curriculum, designed for ten sessions, is intended to be taught by volunteers from the local community, business, industry and the civil service. Different activities are used in the class sessions and include discussions, role-playing and individual task work. Following a pretest, session 1 gives an overview of the course and discusses the following items: birth certificate; work certificate; school data card; social security card; and a personal inventory. In session 2, how to write a personal inventory is presented. Session 3 explains the role of the Civil Service Commission and covers how to fill out applications. Session 4 deals with employment agencies and writing a resume. A discussion of unions is provided in session 5. Session 6 covers newspaper classification ads, reading want ads, and writing a letter of application. Interviews and interview techniques are discussed in sessions 7 and 8. Session 9 covers fringe benefits, fair employment practices and the minimum wage. Work attitudes are discussed in session 10 which is followed by a posttest and feedback from the volunteers. (JH)

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ED154254

pre-employment skills

an instructional pac for volunteers

department of research and development

cincinnati public schools

CE 016 313

U.S. DEPARTMENT OF HEALTH
EDUCATION & WELFARE
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Department of Research and Development
Cincinnati Public Schools
Cincinnati, Ohio

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session 1

Topic: Overview of Course
What you will need before you start looking

Materials: Pretest - one per student
Workbook - one per student

I. Pretest

II. Overview of the Course

A. Purpose and scope of the course

B. What will be expected of each student

1. attendance
2. participation in discussions
3. completion of tasks specified in lesson
4. how course grade will be determined (it's very important to specify this in the first class session).

III. What you need before you start looking for a job

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session 1

OVERVIEW OF COURSE

The purpose of this course is to provide you with the skills and information that you need to look for a job. Different activities will be used in the class sessions: discussions, role-playing, and individual task work. People from the local community, business, industry, and civil service will be coming in to discuss various topics. The topical areas covered by the course will be:

1. What you need before you start looking for a job
2. Where you begin
    a. Ohio Bureau of Employment Services
    b. Civil Service Commission
    c. Private employment agencies
    d. Newspaper classified ads
    e. Labor and craft union
3. How to write a resume
4. How to fill out an application
5. Fringe benefits
6. Approaching a job
    a. the phone call
    b. the job letter
    c. the interview
7. Fair employment practice
8. Minimum wage
9. Attitudes toward work

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session 1

Before you can actually start looking for a job, there are certain things that you should have. They are:

1. Birth Certificate. It's a good idea to have a certified copy of your birth certificate to verify your age, date of birth, and birthplace. This provides your future employer with actual proof of your age.

   To obtain a certified copy of your birth certificate, you should contact the county in which you were born. There will usually be a charge ($1 or $2) for each copy. If you were born in Cincinnati, write a letter requesting a copy of your birth certificate, enclose $1.00 and a self-addressed, stamped envelope, and mail it to:

   The Cincinnati Health Department
   Room 230
   City Hall
   Cincinnati, Ohio 45202

This is an example of a birth certificate.

STATE OF ILLINOIS — ORIGINAL
Department of Public Health
Division of Vital Statistics and Records

FILL IN THIS FORM (except signature) WITH TYPEWRITER OR LEGIBLE PRINTING

CERTIFICATE OF BIRTH 75401

1. PLACE OF BIRTH — County of COOK — CHICAGO
2. USUAL RESIDENCE OF MOTHER — STATE
3. NAME OF CHILD — CARTER, MICHAEL, D.
4. SEX — Male
5. THIS BIRTH — SINGLE
6. DATE OF BIRTH — December 21, 1948
7. FATHER — NAME: Roy CARTER; COLOR OR RACE: White; AGE: 28; BIRTHPLACE: Kearney Nebraska; OCCUPATION: Student; INDUSTRY: University of Chicago
8. MOTHER — NAME: BARBARA DAUGHERTY; AGE: 24; BIRTHPLACE: Chicago Illinois; OCCUPATION: Housewife; INDUSTRY: Own home
9. RESIDENCE — 5841 Maryland Chicago 37 Illinois
10. NUMBER OF CHILDREN — 2 — 2 — 0
11. LEGITIMATE — Yes
12. DATE SIGNED — 6-3-48
13. ATTENDANT — Audrey M.D. — 5841 Maryland
14. DATE ACCEPTED BY REGISTRAR — 12-21-48 — DEC 28 1948

2. Work Certificate. If you are under 18 years of age and you have been promised a job, you will need a work certificate. The Ohio Child Labor Law protects workers under 18 from dangerous jobs and excessively long working hours.

To obtain a work certificate you will need:

a. proof of your age (birth certificate)
b. a description from your employer of the job you will do and the hours you will work (a signed employer's contract card, obtained from Work Certificate Office)
c. school data card showing your grade and date of birth
d. statement from a doctor that you are physically fit (obtained from your personal doctor or if you wish, to a health Department clinic)

Take this information, in person, to the Work Certificate Office in your school district. In Cincinnati, take it to:

Work Certificate Office
Cincinnati Public Schools
230 East Ninth Street
Cincinnati, Ohio 45202

OHIO
Child Labor Law

Employer's
CONTRACT CARD
(Or Promise of Employment)

Section
3331.02

Certificate No. .....
Certificate Issued .....
Certificate Returned .....
Date ..... 19.....

I agree to employ ..... ; ..... ;
Child's Full Name — Child's Address

in ..... ; ..... ;
Firm Name — Address of Firm

..... ; ..... ; ..... ;
Kind of Business — Phone — Child's Exact Occupation

... . ; ..... ; ..... A.M. P.M. ..... A.M. P.M.
No. Days Per Week — Hours Per Day — Starting — Quitting

..... ; ..... A.M. P.M. ..... A.M. P.M. ..... ;
Lunch Time — Starting — Ending — Wages

.....
Employer's Signature, Firm Name not Accepted

Cat. No. 7851

CINCINNATI CITY SCHOOL DISTRICT

This is an example of an Employer's Contract Card.

Example of School Data Card

OHIO
Child Labor Law

SCHOOL DATA CARD

Section
3331.02

(To be filled out by Principal or Assistant)

Pupil's Full Name: _____; Date of Birth: _____;

Pupil's Address: _____;

Father's Name: _____; Mother's Name: _____;

I hereby certify that the above named pupil has completed the work of the _____ grade, and is now a member of the _____ grade of _____ School;

Date of Withdrawal _____; and that the data noted above are accurate according to the records of this school.

_____ Date

_____ Principal of School

CINCINNATI CITY SCHOOL DISTRICT

Take this DATA CARD, your CONTRACT CARD and BIRTH CERTIFICATE to the WORK CERTIFICATE OFFICE, Education Center, 230 East Ninth Street.

Example of Physician's Report

OHIO
Child Labor Law

CINCINNATI CITY SCHOOL DISTRICT
Work Certificate Office

Section
3331.02

230 East Ninth Street

PHYSICIAN'S REPORT

NAME _____ Age _____ Sex _____ Race _____

History _____

Height _____ Weight _____ Phy. Dev. E. G. F. P.

Eyes Vision R _____ L _____ Correction R _____ L _____
Disease _____

Skin _____ Teeth _____

Ears Hearing R _____ L _____ Tonsils _____
Disease R _____ L _____

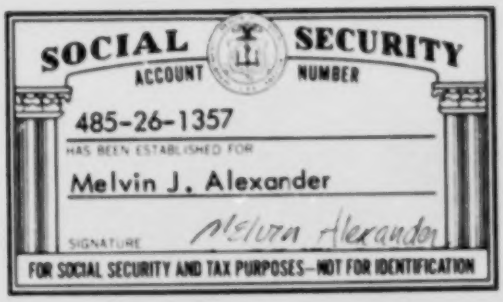
Glands _____ Thyroid Enlarged _____
Toxic _____

Spine _____

3. Social Security Card. Your social security number is used by the Social Security Administration for benefits and the Internal Revenue Service for taxes. Benefits include sickness and accident coverage, hospitalization, old age benefits, and disability claims. Take or mail your request to the Department of Health, Education, and Welfare in your area. In Cincinnati, take or mail your request for a card to:

Department of Health, Education & Welfare
Social Security Administration
District Office
550 Main Street
Cincinnati, Ohio

There are several other branches in Cincinnati and also other District Offices in the area.



4. Personal Inventory. The purpose of a personal inventory is to aid you in filling out an application and in answering personal questions during an interview. Remember, to get the job you want you must sell yourself. Before you can sell yourself, you must know yourself.

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session 2

Topics: I. Where you begin: Public Employment Agency
II. How to write a personal inventory

Task: Each student will write his own personal inventory

Materials: Scratch paper
Pencils

I. Ohio Bureau of Employment Services Volunteer

A public employment agency volunteer will talk to the class for part of the period.

II. Personal Inventory

A. Each student will develop a personal inventory. Have students work first on scratch paper, then on copy in workbook. Have students detach and hand in personal inventory at the end of class or assign completion as homework.

B. Assignment: readings in Session 3.

PUBLIC EMPLOYMENT SERVICE

Public Employment Services offer valuable assistance in locating desirable job positions. For a number of years, various states maintained state employment agencies. In 1933, these state agencies were nationally coordinated under the United States Employment Service.

The United States Employment Service offers many free services to job seekers. They will supply information on job openings and employment trends and opportunities. The Service provides testing facilities, guidance and vocational counseling, and information about training programs.

Register at: The Ohio Bureau of Employment Services in your area.

1. TESTING

Employment service testing covers a wide range of occupational tests for aptitude and proficiency. With the results from these tests, the Employment Service is able to sort and classify skills and abilities of job seekers with the requirements of various jobs.

a. Proficiency Tests (typing, shorthand, etc.) are given to applicants seeking typing and stenographic positions. This type of test includes actual samples of work to be performed in a specific job.

b. Aptitude tests measure potentiality; that is, an untrained person's ability to learn to do a pecific job. For example, aptitude tests are available for Machine Shop Trainee, Drafting Trainee, Punch Press Operator, or 600 other possibilities.

c. The General Aptitude Test Battery is a broad series of tests which help give the applicants a better idea of their potential abilities.

2. TRAINING PROGRAMS

The State Employment Service has information about several training programs and special services for youth.

a. MDTP (Manpower Development Training Program). Through this program, the federal government, state employment service, state educational department, and local school boards work together to provide training for: unemployed; under-employed; seasonally employed; youth; and dropouts unable to find work.

b. FGSTP (Federal Government Student Trainee Program). In this program, recent high school graduates work as trainees leading to professional careers with federal agencies. To be in this program you must be enrolled in a four-year college curriculum.

c. College Work-Study Program. This program assists students from low income families toward a college degree.

d. Job Corps. This program works with disadvantaged youth.

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session 2

Your Personal Inventory

To sell yourself, you must know yourself. This merely means that you become a salesman trying to sell your goods: your abilities, your skills, and your personal qualities. In order for you to really sell yourself, you must have a thorough knowledge of yourself and your qualities. This personal data will enable you to answer any unusual questions without hesitation. You probably feel that you already know yourself, but you will be surprised at the number of personal questions you will be unable to answer immediately. You should be familiar with information about your family, your present and past health, the places you have lived and the exact length of time you lived there, schools you have attended, class standing, grades received in certain areas.

Crystallize in your mind your goals in life and how you plan to obtain your goals.

Some employers will ask oral questions, others will have you to fill out an application. No matter how employers question you, they will lose interest in you if you don't know yourself.

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PERSONAL INVENTORY OUTLINE

Name: _____

Address: _____

Age: _____ Height: _____ Weight: _____

Physical Handicaps: _____

Days ill during past year: _____ Nature of illness: _____

Number of brothers: _____ Ages: _____

Number of sisters: _____ Ages: _____

Father's occupation: _____ Bus. Phone: _____

Mother's occupation: _____ Bus. Phone: _____

Father's education: _____

Mother's education: _____

Marital status: _____

Hobbies: _____

Newspapers read: _____

Magazines: _____

Smoke: _____ Drink: _____

I. PERSONAL DATA

Social Security Number:
Telephone Number:
Date of Birth:
Birthplace:
Personal Assets:
Personal Hindrances:
Ambition:
Illnesses, past operations:

II. EDUCATION

Grade School: From _____ to _____

High School: From _____ to _____

Courses taken:

Subjects taken:

Best subject: Worst subject:

Class standing:

High School activities:

Business school: State years:

Skills:

III. WORK EXPERIENCE

Company: _____ Address: _____

From _____ to _____

Immediate Supervisor: _____

Nature of work at start: _____ Earnings _____

Nature of work at leaving: _____ Earnings _____

Reason for leaving: _____

IV. REFERENCES (give at least three) not relatives

Name	Address	Phone

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session 3

Topics: I. Where to begin: Civil Service Commission

II. How to fill out an application

Task: Each student will fill out a sample application

Materials: Scratch paper
Pencils
Sample application

I. A Civil Service Commission volunteer will talk to the class for part of the period.

II. Filling out an application

A. Discuss the foldout "Questioning Applicants for Employment" with class.

B. Each student will fill out a sample application.

C. Assignment: readings in Session 4.

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session 3

CIVIL SERVICE

City, state, and federal government job opportunities are offered through the Civil Service Commission. Civil Service provides general information on careers in government services, part-time and summer jobs, and temporary openings.

A monthly listing of available job openings is compiled by the Ohio Bureau of Employment Services. This monthly listing, together with periodic vacancy announcements are posted in most public places, for example, libraries, the court house, city hall, schools, and the Civil Service Commission. Each week in the classified section of the Sunday edition of the newspaper Civil Service job openings are posted. In Cincinnati, this also includes the University of Cincinnati and General Hospital.

If you read of a job opening that might interest you, go to the Civil Service Commission and fill out a job application. Most classified positions require you to pass a written exam.

Additional Civil Service openings and information can be received by writing:

U.S. Civil Service Commission
1900 East Street, N.W.
Washington, D.C. 20415

When announcing a job opening, Civil Service is required by law to include:

pay area (minimum-maximum)
if the applicant must be a resident of the city or county
duties of the position

If you are interested in a job that has not been advertised, fill out a Notification Card. The Civil Service Commission will keep the card and notify you when an opening is available.

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session 3

QUESTIONING APPLICANTS FOR EMPLOYMENT

A Guide for Application Forms and Interviews under the
OHIO FAIR EMPLOYMENT PRACTICES ACT

INQUIRIES BEFORE HIRING	LAWFUL	UNLAWFUL
1. NAME	a. Maiden name. b. Name used if previously employed under different name.	Inquiry into previous name where it has been changed by court order, or otherwise.
2. ADDRESS	Inquiry into place and length of current and previous addresses.	Specific inquiry into foreign addresses which would indicate national origin.
3. AGE	a. Request proof of age in form of work permit issued by school authorities. b. Require proof of age by birth certificate after being hired.	Require birth certificate or baptismal record
4. BIRTHPLACE OR NATIONAL ORIGIN		a. Any inquiry into place of birth. b. Any inquiry into place of birth of parents, grandparents or spouse. c. Any other inquiry into national origin.
5. RACE OR COLOR		Any inquiry which would indicate race or color.
6. PHOTOGRAPHS	May be required after hiring for identification purposes.	Request photograph.
7. RELIGION - CREED		a. Any inquiry to indicate or identify religious denomination or customs. b. May not be told this is a Protestant (Catholic or Jewish) organization. c. Request pastor's recommendation or reference.

8. CITIZENSHIP	a. Whether a U. S. citizen. b. If not, whether intends to become one. c. If U. S. residence is legal. d. If spouse is citizen. e. Require proof of citizenship after being hired.	a. If native-born or naturalized. b. Date citizenship received. c. Proof of citizenship. d. Whether parents or spouse are native-born or naturalized.
9. EDUCATION	a. Inquiry into what academic, professional, or vocational schools attended. b. Inquiry into language skills, such as reading and writing of foreign languages.	a. Any inquiry asking specifically the nationality, racial, or religious affiliation of a school. b. Inquiry as to what is mother tongue or how foreign language ability was acquired.
10. RELATIVES	a. Inquiry into name, relationship, and address of person to be notified in case of accident.	Any inquiry about a relative which is unlawful to ask an applicant.
11. ORGANIZATION	a. Inquiry into organization memberships, excluding any organization, the name or character of which indicates the race, creed, color, religion, or national origin of its members. b. What offices are held, if any.	Inquiry into all clubs and organizations where membership is held.
12. MILITARY SERVICE	a. Inquiry into service in U. S. Armed Forces. b. Rank attained. c. Which branch of service. d. Require military discharge papers after being hired.	a. Inquiry into military service in armed service of any other country. b. Request military service records.
13. WORK SCHEDULE	Inquiry into willingness to work required work-schedule.	Any inquiry into willingness to work any particular religious holiday.

I. FEDERAL DEFENSE CONTRACTS: Employers having Federal defense contracts are exempt only to the extent that otherwise prohibited inquiries are required by Federal law for security purposes.

II. ANY INQUIRY IS FORBIDDEN WHICH, ALTHOUGH NOT SPECIFICALLY LISTED AMONG THE ABOVE, IS DESIGNED TO ELICIT INFORMATION AS TO NATIONAL ORIGIN, RACE, COLOR, CREED, RELIGION, OR ANCESTRY IN VIOLATION OF THE LAW.

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session 3

sample application

PLEASE PRINT IN INK

TODAY'S DATE / /

PERSONAL DATA

LAST NAME | FIRST | M.I. | (PREFERRED NAME) | MAIDEN NAME

ADDRESS: NUMBER & STREET | CITY | STATE | ZIP | TELEPHONE NO (AREA CODE) ( )

SOCIAL SECURITY NO — —

DATE OF BIRTH / /

DO YOU HAVE A VALID DRIVER'S LICENSE? ☐ YES ☐ NO

POSITION OR GENERAL WORK AREA FOR WHICH YOU ARE APPLYING

EXPECTED STARTING SALARY $ PER

ARE YOU LEGALLY ELIGIBLE TO WORK IN THE USA? ☐ YES ☐ NO

TYPE OF EMPLOYMENT YOU ARE SEEKING ☐ FULL TIME ☐ PART TIME ☐ 3 MONTHS OR LESS

IF PART TIME, SPECIFY DAYS AND HOURS

WHERE OR FROM WHOM DID YOU OBTAIN THIS APPLICATION?

HAVE YOU PREVIOUSLY APPLIED FOR A POSITION AT PENNEY'S? IF "YES", WHERE AND WHEN? / /

HAVE YOU EVER BEEN EMPLOYED BY THIS COMPANY? ☐ YES ☐ NO

IF "YES", WHERE?

TERMINATION DATE / /

LIST RELATIVES & ACQUAINTANCES IN OUR EMPLOY

WHAT PROMPTED YOU TO SEEK EMPLOYMENT WITH US?

HAVE YOU EVER BEEN CONVICTED OF A FELONY?

IF "YES", EXPLAIN

LIST YOUR LAST THREE ADDRESSES – STARTING WITH THE MOST RECENT

DATES (MO. & YR.) FROM	TO	NUMBER & STREET	CITY	STATE	ZIP
/ /	/ /				
/ /	/ /				
/ /	/ /				

HOW DO YOU SPEND YOUR LEISURE TIME (AVOCATIONS, HOBBIES, ETC.)

INDICATE THE GEOGRAPHICAL AREA IN WHICH YOU WOULD PREFER TO WORK (FIRST CHOICE)

SECOND CHOICE

WOULD YOU BE WILLING TO LIVE WHEREVER THE COMPANY MAY ASSIGN YOU TO WORK? ☐ YES ☐ NO

DO YOU HAVE OBJECTIONS TO A POSITION REQUIRING WORK OUTSIDE THE HOURS OF THE USUAL BUSINESS DAY? ☐ YES ☐ NO

LIST ANY PROFESSIONAL AND BUSINESS ORGANIZATIONS TO WHICH YOU BELONG

NAME OF PERSON TO CONTACT IN AN EMERGENCY | RELATIONSHIP

ADDRESS: NUMBER & STREET | CITY | STATE | ZIP | TELEPHONE NO (AREA CODE) ( )

*Federal Law and a Majority of State Laws Prohibit Discrimination in Employment Because of Age and Sex. (THE AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967 PROHIBITS DISCRIMINATION ON THE BASIS OF AGE WITH RESPECT TO INDIVIDUALS WHO ARE AT LEAST 40 BUT LESS THAN 65 YEARS OF AGE)

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Session 3

EDUCATION AND TRAINING

CIRCLE LAST YEAR COMPLETED — GRADE, TRADE OR HIGH SCHOOL: 1 2 3 4 5 6 7 8 9 10 11 12 — TECHNICAL, BUSINESS, COLLEGE: 1 2 3 4 5 — GRADUATE SCHOOL: 1 2 3 4 — GRADE AVERAGE – LAST SCHOOL ATTENDED

LIST EVERY HIGH SCHOOL, BUSINESS, TRADE SCHOOL OR COLLEGE ATTENDED	LOCATION CITY & STATE	DATE LAST ATTENDED	DATE YOU DID OR WILL GRADUATE	MAJOR	MINOR	DEGREE RECEIVED	CUM. AVG.
		/	/				
		/	/				
		/	/				
		/	/				
		/	/				

COURSES LIKED MOST | COURSES LIKED LEAST | WHAT LANGUAGES DID YOU SPEAK OR WRITE FLUENTLY?

ARE YOU CURRENTLY ENROLLED IN EVENING, CORRESPONDENCE OR PART-TIME SCHOOL WORK? ☐ YES ☐ NO — IF "YES", EXPLAIN

EXTRACURRICULAR ACTIVITIES (INCLUDE OFFICES HELD, SCHOLARSHIPS, AWARDS, HONORS, ETC.)

LIST ANY SPECIAL SKILLS & TRAINING

☐ TYPING ☐ STENO ☐ KEYPUNCH ☐ BUSINESS MACHINES ☐ SALES ☐ OTHER (EXPLAIN)

MILITARY SERVICE DATA

HAVE YOU EVER BEEN IN THE ARMED FORCES? ☐ YES ☐ NO — IF "YES", WHAT BRANCH OF SERVICE? — DATE ENTERED / / — DATE SEPARATED/DISCHARGED / / — RANK WHEN SEPARATED/DISCHARGED

DO THE DEMANDS OF YOUR OBLIGATIONS REQUIRE YOU TO PARTICIPATE IN YEARLY TRAINING MANEUVERS? ☐ YES ☐ NO — IF "YES", WHEN WILL THIS OBLIGATION BE COMPLETED / / — ARE YOU RECEIVING A PENSION OR DISABILITY INCOME? ☐ YES ☐ NO

PHYSICAL AND HEALTH DATA

HAVE YOU EVER HAD A RUPTURE OR HERNIA? ☐ YES ☐ NO — PROBLEMS WITH YOUR FEET, BACK OR HEARTS? ☐ YES ☐ NO — ARE YOU CURRENTLY TAKING MEDICATION? ☐ YES ☐ NO — ARE YOU CURRENTLY UNDER A DOCTOR'S CARE? ☐ YES ☐ NO

HAVE YOU EVER RECEIVED COMPENSATION FOR INJURIES? ☐ YES ☐ NO — WHEN DID YOU LAST VISIT A DOCTOR? / / — REASON — DATE OF LAST PHYSICAL / / — PURPOSE — RESULT? ☐ SATISFACTORY ☐ UNSATISFACTORY

If you have been confined in a hospital, sanitarium or mental institution during the last five (5) years, state conditions and dates of confinements. Describe any physical limitations you feel should be considered in job placement, also explain any affirmative replies to questions in this section.

FOR INTERNAL USE ONLY

NAME: LAST — FIRST — M.I., OR MAIDEN — SOCIAL SECURITY NO. ___ ___ ___ ___ ___ ___ ___ ___ ___

ADDRESS: NUMBER & STREET — DATE OF BIRTH / / — TELEPHONE NO. (A/C) ( )

CITY — STATE — ZIP — MARITAL STATUS — NUMBER OF EXEMPTIONS

STARTING DATE	DEPARTMENT OR STORE NO.	LOCATION	POSITION TITLE	POSITION CODE	SALARY	P.R.L.
/ /	—				$	

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session 3

EMPLOYMENT EXPERIENCE – *Include part time – cover the last five years. Start with present or most recent job.*

DATES EMPLOYED	COMPANY NAME AND ADDRESS	POSITION HELD	SALARY	REASON FOR LEAVING
FROM / / TO / /	COMPANY NAME ADDRESS	1 2 3	INITIAL $ PER FINAL $ PER	
FROM / / TO / /	COMPANY NAME ADDRESS	1 2 3	INITIAL $ PER FINAL $ PER	
FROM / / TO / /	COMPANY NAME ADDRESS	1 2 3	INITIAL $ PER FINAL $ PER	

IF CURRENTLY EMPLOYED, MAY WE CONTACT YOUR EMPLOYER FOR A REFERENCE NOW? ☐YES ☐NO

Please use this space to elaborate on any background experience or other qualifications which you believe should be considered in evaluating your qualifications for employment.

REFERENCES – *Do Not Include Relatives* – *List below the names of two persons who would be willing to answer a reference inquiry from our company in your behalf.*

NAME	ADDRESS	OCCUPATION

I understand that : If employed, any misrepresentation of facts on this application is sufficient cause for dismissal. Classification as an associate depends upon successfully performing works assigned me and upon the further need of my continued employment by the company. The company in considering my application for employment may verify the information set forth on this application and obtain additional information relating to my background. I authorize all persons, schools, companies, corporations, credit bureaus and law enforcement agencies to supply any information concerning my background.

SIGNATURE AS SHOWN ON SOCIAL SECURITY CARD ▶ _____

DO NOT WRITE BELOW THIS LINE

TEST	MEDICAL	TYPING	STENO	OTHER

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session 4

Topics: I. Where to begin: Private Employment Agencies

II. How to write a resume

Task: Each student will write a resume

I. An employment agency volunteer will talk to the class for part of the period.

II. Writing a resume

A. Students should read through the resume information.

B. Each student will write his/her own resume by using the form presented in this session.

C. Assignment: readings in Session 5.

Private or Commercial Employment Agencies

Private Employment Agencies may provide an excellent source of job openings. Often, these agencies specialize in certain kinds of positions, such as sales, office and clerical, or domestic. Others handle executive-type positions only. Applicants using private agencies for the first time should be familiar with the type of agency and its reputation before registering.

The first, and in many cases the most important, thing to understand is that commercial or private employment agencies operate on a fee basis. Applicants pay the agency to help them find employment. Students seeking employment through private agencies should thoroughly understand the terms of payment.

1. The fee is usually based on the beginning salary that the employee would make at the job found through the agency.

2. You will be required to sign a contract if you register with a private agency. Be very sure that you understand the contract before you sign it. Ask someone at the agency to explain it to you.

3. The fee may be handled in several ways:

   a. the worker may be required to immediately pay the entire fee in one lump sum.

   b. the worker may arrange to pay part of the sum over a period of months.

   c. the worker may initially pay the fee with the understanding that the employer will repay the fee if the employee's work proves satisfactory.

   d. the term "fee negotiable" usually means that the employer and employee will agree to each pay part of the fee.

   e. in certain cases the employer pays the entire fee.

Employment agencies are listed in the Yellow Pages under "Employment". Always check out the reputation of the agency with friends, employers, or the Better Business Bureau.

Dealer Employment Agencies

A number of companies that manufacture or deal in appliances that require skilled maintenance help those who use their appliances to secure positions. This is particularly true of dealers in typewriters and other office appliances or equipment. Most large cities contain sales offices for typewriters and office equipment. If you are interested, inquire at the sales office of the appliance in which you are interested.

Non-Commercial Employment Agencies

A number of non-commercial employment agencies help young people locate vacancies. Among the most reliable are the YMCA, the YWCA, the Knights of Columbus, the Young Men's Hebrew Association (YMHA), and the Young Women's Hebrew Association (YWHA). Generally speaking, those who desire the assistance of one of these agencies must be members. This is not always the case. Many associations offer assistance to all ex-servicemen. Alumni clubs often help to secure positions for graduates of their own schools and colleges. In a few communities, service clubs such as Rotary, Kiwanis, and Lions clubs have committees to aid the unemployed. The American Legion and the Veterans of Foreign Wars work toward finding jobs for former servicemen.

These agencies are not commercial; they do not exist to make a profit. Some expense is naturally incurred in conducting a placement service; this includes the salary of the person in charge, telephone calls, postage and stationery, stenographer's salary, and perhaps office rent. In some cases, this expense is covered by the organization in control of the agency. Others may charge a small fee to cover necessary expenses.

Professional Association Employment Agencies

Various professional associations such as those for nurses, accountants, and engineers maintain employment agencies for members of their professions or college students who intend to follow their professions.

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session 4

Resume

Your resume should be prepared before you begin contacting prospective employers. In your resume, try to relate your abilities, interests, experience and training to your career choice and to the particular job for which you are applying.

There are several books to help you when writing a resume. Whatever format you use, be sure to include the following basic steps.

1. Type your resume on 8½x11 inch paper (white).

2. Include a job objective at the beginning of the resume; state the kind of job you would like to have. If you have more than one objective, include the other objectives on separate resumes. There is nothing worse than a resume that has more than one objective. It makes it seem like the applicant cannot make a decision as to the job he wants.

3. Give your name, address, telephone number, age, height, weight, condition of health, military and marital status. If you have children, state their ages.

4. Describe your educational background, include names and addresses of schools attended, degrees or diplomas received, dates of enrollment. State your grade average (if favorable) and major area of study.

5. Provide a very brief description of the jobs you have held. Include a statement of accomplishments for each job rather than a detailed dictionary-like description of the job that has no reference to your contributions. Your prospective employer is only interested in what you are capable of doing, not what the job was. Remember, tell what is relevant to your reader. What you did yesterday is more important than what you did five years ago. Talk about it first and give it the most attention. Remember, your accomplishments should relate to a specific time and place. Vague statements turn an employer off. It makes it seem like you have something to hide. Most employers like to know why you left your previous job. Try to be positive when discussing previous employers and jobs.

6. If there is space, include positive information about: hobbies and interests; extracurricular activities; clubs; honors; and publications you have written.

7. In the final section include at least three, but no more than six, references. Business references who have observed your work are often preferred. If you have never worked before, use character references of those who know you personally. It's a good idea to include teachers. Don't include relatives unless you have worked for them on a salary basis. It's a good idea to get permission before you list someone as a reference.

Little things that count on resumes

1. Never lie, not even a white lie.

2. Do not attach a photograph. It might bias the employer in some way.

3. Never leave out a portion of your life, such as education, divorce, etc.

4. Ask a business friend to read over your resume and evaluate it.

5. Never make a resume longer than two and a half pages. Resumes that are long tend to include boring, unnecessary details. Make it long enough to sell yourself, but short enough to read.

6. Don't squeeze all your accomplishments into a jungle of words. An employer should not have to "hunt" for the facts.

7. It's usually not wise to have a resume writing firm compile your resume. This type is easy to spot--it has a gold or blue border, printed in green or maroon ink and printed on paper to stiff to fold.

Sample Part-Time Job Resume

James T. Brown
443 Central Road
Cincinnati, Ohio 45220 861-4433

Job Objective: My objective is to secure a part-time job as a stock person.

Personal Data: Eighteen years old. Height: 5'10". Weight: 154 pounds. Excellent health.

Educational background: I will graduate in June 1975 from Woodward High School. I have taken several business administration courses and I expect to continue my studies.

Work Experience: Newspaper deliverer (Daily Recorder, 1923 Iowa Street, Cincinnati, Ohio)
Delivery person for a cleaner (Spot Free Cleaners, 4100 Cove Street, Cincinnati, Ohio)
I have also had part-time jobs cleaning lawns.

Extracurricular Activities: Member of soccer team; member of debate team

References:

Marilyn Peters
Daily Recorder
1923 Iowa Street
Cincinnati, Ohio 45202
354-0698

David Madison
Spot Free Cleaners
4100 Cove Street
Cincinnati, Ohio 45221
332-2155

Resume Guide

Your full name
Your home address
Your home phone number

Your height and weight
Your health status

Job Objective: State only one job objective. State it briefly and clearly.

Business Experience: Name the most recent company (usually in capital letters) and the company's address. GINO'S PIZZA, 210 East Austin, Cincinnati, Ohio

Inclusive Dates: (1970-1975) Your present title (or the one you had when you left) underlined. Business Manager.

A paragraph containing a description of your responsibilities. Be brief; this can usually be done in four sentences. Emphasize those things for which you were specifically responsible; avoid minor duties.

Short paragraph outlining your accomplishments.

Previous Position: NAME OF PREVIOUS COMPANY, your title on leaving (1969-1970)

Short paragraph outlining responsibilities and accomplishments. This description should be shorter than your current job because your most recent job is more important.

Education: Name of last school attended

Inclusive dates: (1965-1969) Degree received. Major and other significant courses taken. Honors received. Associations. Scholarships received.

Inclusive dates: Name of school previously attended. Separate papragraph for each college level or higher institution. Do not include a paragraph on your high school unless it is your highest educational level.

Resume Guide (con't)

Your full name

Military Service: Inclusive dates (1963-1964) Indicate rank, branch of service, medals, promotions (if significant)

Summer jobs: Include only if genuinely relevant to the job or your past growth. In later years it will become less important.

Personal Background: Current hobbies, interests, association. Use this section to work for you. Things you say here can make you stand out from the rest of the crowd.

References: Be careful here. Don't give everyone all your references. Also, if your references receive too many requests about you, they may resent it.

Date of resume: March 10, 1975

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session 5

Unions

Topics: Where to begin: Unions

I. A union volunteer will talk to the class for part of the period.

II. Catch-up

A. If time remains, have students work on unfinished assignments.

B. Assignment: readings in Session 6.

Unions

A labor union is a recognized representative of a group of workers. The union negotiates with an employer about the terms and conditions under which all the employees in that union work. Terms and conditions include: wages, overtime, grievance procedures, paid holidays, time for sickness, injury and death, plus other fringe benefits.

One of the biggest reasons workers join unions is to enable them to bargain more effectively with their employer. Unions also give the worker a feeling of belonging and strength in a common cause.

AFL-CIO

At the present time there are about 18 million union members in the United States. There are 190 national and international unions. Of the 190 unions, 67% are affiliated with the AFL-CIO.

The American Federation of Labor (AFL) began in the late eighteen hundreds as a trade union. If you had a trade, you could join. The AFL worked toward immediate economic gains. Because the members had specific crafts, the AFL was able to survive pressure to break up from employers and the government.

During the 1930's, there was a great debate over the question of one union representing both craft workers and industrial workers. Industrial workers, at the time, were working in steel, rubber, automobile, and chemical plants. The industrial workers were represented by the Congress of Industrial Organizations, the CIO. In 1955, the AFL and the CIO merged into a single federation.

Glossary of Union Terms

ARBITRATION - A way of settling disputes by calling in an impartial third party.

BARGAINING AGENT - A union recognized by the employer or designated by a governmental agency to act as the exclusive representative of employees in a bargaining unit.

BOYCOTT - Concerted action by a union to prevent the handling, purchase, or use of products of an employer with whom the union has a dispute.

CERTIFICATION - Formal finding by the National or State Labor Relations Board that a union has been duly selected by a majority of the employees in an appropriate unit and is therefore the exclusive bargaining agent for all employees in the unit.

CHECKOFF - A clause in the union contract authorizing the company to deduct union dues from members' paychecks and transfer them to the union.

CLOSED SHOP - A plant which hires and employs union members only. The closed shop is illegal under the Taft-Hartley Act.

COLLECTIVE AGREEMENT - Written agreement between an employer and a union specifying the terms and conditions of employment for workers covered by the contract, the status of the union, and the procedure for settling disputes arising during the contract term. Also known as "labor agreement" or "union contract".

COLLECTIVE BARGAINING - The process of negotiation between an employer and an employee organization, to reach agreement on the terms and conditions of employment for a specified period. A signed government agreement does not have to be involved.

COMPULSORY ARBITRATION - Arbitration procedure under which an employer and a union are ordered by a government agency or required by law to submit their disputes for settlement. A court order will do this also.

DUES - A specified amount of money paid by the employee to the union. The union uses the money to pay the salary of the union representative, cover overhead costs (secretaries' salaries, postage, rent, etc.), pay for printing of strike placards, cover strike benefits, and legal advice.

FRINGE BENEFITS - All non-wage benefits in the union contract, such as paid holidays, paid vacations, insurance, pensions. These are paid in whole, or part, by the employer.

ILLEGAL STRIKE - (1) strike that has not been authorized by proper union officials nor called in accordance with union rules. (2) strike to gain an unlawful end. (3) strike prohibited by law. (4) strike in violation of contract. Also called a "wild-cat walkout".

INCENTIVE PAY - A system of pay based on the amount of production a worker or group of workers turns out.

INJUNCTION - A court order requiring an individual or group of individuals to perform or to cease performing certain acts within a specified period of time.

LOCKOUT - The denial of employment by the employer to his workers during a labor dispute for the purpose of forcing the union to settle on the employer's terms.

MEDIATION (Conciliation) - Efforts by a neutral third party to get union and management to agree when there is a dispute. The conciliator or mediator acts as a friend to both sides and tries to find a basis on which the union and company can work things out.

NATIONAL LABOR RELATIONS BOARD - The five-man Board, set up the Wagner Act and continued by the Taft-Hartley Act, which administers and enforces the Act.

OPEN SHOP - A plant where the employer's policy is not to recognize a union. The term sometimes refers to a plant where union membership is not a condition of employment, such as in a "right-to-work" state.

SEVERENCE PAY (dismissal, termination, separation pay) - Payment by the employer to a worker who is laid off permanently through no fault of his own.

UNION SHOP - A plant in which every worker covered by the contract must become a member of the union. New workers need not be union members to be hired, but must join a union after a certain number of days, usually, 30 to 60 days.

PREP-JET

PREP-JET, also called the "Cincinnati Plan", is a program designed to assist Blacks and other minorities in obtaining membership in construction unions in the Cincinnati Building Trades area.

If an applicant meets the requirements for an apprentice in a trade, PREP will help with filling out applications, classes to prepare for tests and interviews, and practice interviews.

If selected as an apprentice, the individual will be required to work and attend school for a certain number of hours each year. The pay as a beginning apprentice will range from 35% to 70% of the journeyman's salary. A journeyman is one who has completed the apprenticeship. Apprenticeship lasts from three to five years depending on the craft. Each 6-12 months an apprentice receives a larger percentage of the journeyman's salary.

The JET component is designed to help those who are over the apprentice eligibility age.

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session 6

Topics: I. Approaching the Job: Newspaper Classified Ads.

II. How to read want ads.

III. How to write a letter of application.

Tasks: Each student will cut out 5 "help wanted" ads for which he/she seems qualified.

Each student will write a letter of application.

Materials: Sunday newspapers (about 5 different issues/5 copies of each)
Paper and pencils

I. Newspaper classified ads

Students will read through the ads and choose five.

II. A. Letter of application. Each student will write the letter of application for one of the five ads he/she has chosen.

B. Assignment: readings in Session 7.

Situation Wanted Advertisements

The job seeker usually places a situation-wanted ad. Job seekers place ads advertising their availability to do a job. Generally speaking, however, "situation-wanted" advertisements have more value for experienced than for non-experienced workers. If you use a situation wanted advertisement, be sure to state your main qualifications clearly; employers are not interested in people who have no particular qualification but merely want jobs. Become familiar with recognized abbreviations used in want ads and be concise; you are usually charged by the length of the ad.

Care must be taken to select credible newspapers for your advertisement. Many employers do not read the sensational type of paper. For this reason, trade and professional journals may often offer better exposure than a newspaper. If you do not get a good response, don't hesitate to write a new ad. Place a situation wanted ad at least three times to get the best results.

Classified Ads

The help-wanted columns of daily papers are valuable sources of information about employment vacancies. You should be careful in selecting the advertisements you answer because many of them may be undesirable. Avoid applying for jobs that require those employed to make a deposit of money, buy samples, sample cases or other materials. Such advertisements are often merely disguised attempts to sell goods rather than genuine advertisements for employees. Likewise, watch out for advertisements that require applicants to take a course for which they must pay tuition. These are not advertisements of genuine vacancies, but attempts to secure students for schools. Be wary of job descriptions that sound too fantastic to be true. For example:

> No experience required. Travel around the country, meet exciting people. Salary flexible; the sky's the limit!

You would probably end up driving your car through small towns in Southern Ohio selling magazines for a company that may not be completely legal.

If you are interested in a specific field, your best bet would be to check the trade and professional magazines in that field. The library would be a good place to look. While you're in the library, browse through the Job Finder. This is a reference source to openings in many careers.

The Phone Call

If you answer an ad by telephone, first organize your thoughts.

1. Speak clearly.
2. State your name and the purpose of your call.
3. Refer to the specific ad that you are answering (some agencies post several ads)
4. If asked, briefly state why you are interested in the job or why you think you qualify for it.
5. Let the other person set the pace for the conversation. You may be offered an interview.
6. If you are offered an interview, be sure you understand exactly where to go, the name of the person you will talk to or ask for, the day of the interview, the time of the interview.

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session 6

Letter of Application

Blind ads require that you answer by mail. This type of ad assumes that you will send a letter of application, accompanied often with a resume.

Like the phone call, the letter of application is intended to arouse enough interest to get you an interview. This letter should be brief. All essential information can usually be included in three to four paragraphs.

First Paragraph - state your purpose in writing the letter and the title of the position you are seeking. If you are answering an ad, mention where you saw the ad.

Second Paragraph - explain why you are applying for that particular job. Mention any training, experience, or talents that would be relevant.

Third Paragrpah - This paragraph may be used to explain your general background and experience. For example, school or community activities, etc. Dependent upon the length and clarity, the second and third paragraphs may be combined.

Fourth Paragraph - This paragraph should include a request for an interview and a statement of how and when you can be reached - address, phone number, and the time you can be reached.

If the job is above the unskilled or semi-skilled level, a resume should be enclosed with the letter of application, even if the resume was not specifically requested.

A sample application letter is shown on the next page.

SAMPLE APPLICATION LETTER

2737 Lemon Avenue
Cincinnati, Ohio 45211

March 1, 1974

Mr. David Perry
Personnel Department
Acme Can Company
2700 Ridgeway Boulevard
Cincinnati, Ohio 45210

Dear Mr. Perry:

In response to your ad in last Sunday's Daily Record, I would like to apply for the position of billing clerk.

I recently graduated from South High School, where I majored in business and commercial courses. My typing speed is 60 words per minute. During two summer vacations I gained valuable experience as a clerk typist in the billing department at David's Department Store. The enclosed resume describes work background and activities in greater detail.

I would appreciate an opportunity to speak with you personally in an interview. You may reach me at the above address or by telephone at 861-1224 every weekday afternoon.

Sincerely,

William L. Mattison

Enc. (resume)

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session 7

Topic: Approaching the Job: The Interview, Interview Techniques

I. A business volunteer will talk to the class for part of the period about interview techniques.

II. Catch up

If time remains, the students should work on unfinished assignments.

Mention that during the next session each will be interviewed by someone from a business.

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session 7

Preparing for an Interview

Interviewing is like so many experiences: The more you do it the better you become ---but what about the first time? The best way to get ready for the first interview is to become prepared for what will be expected of you. The glaring marks of inexperience can be avoided by making a few simple preparations before the interview.

1. Time and place. Don't rely on your memory. Write down the time and full name of the company and its address. It's a good idea to know the name of the person interviewing you. Above all, be on time. It's almost never excusable to be late; being too early, though, is equally irritating in many cases.

2. Research. If you are interviewing with a company, be sure you know something about it. It would be helpful to know the company's products or services, what its growth has been, and where its plants and offices are located. It would be a disaster if the interviewer asked you why you wanted to work for American Widget Company and you didn't know what a widget was.

   To find information about companies, check the following publications at your public library:

   Dun & Bradstreet Reference Book
   Fitch Corporation Records
   College Placement Annual (by the College Placement Publications Council)
   Thomas' Register of American Manufacturers
   Moody's Manuals
   Company Annual Records

3. Appearance. No matter what you wear, it is important that you are comfortable. Wearing shabby clothes will not impress the interviewer and a new outfit may make you more ill at ease than well-dressed. Clothing should compliment you and not be annoying nor distracting. Let your own good taste be your guide.

Good Things to Know About Yourself

1. Do you get along well with others?
2. Do you make friends easily?
3. Do you prefer to work alone?
4. Do you work best when duties are carefully laid out for you?
5. Does being in the spotlight make you uneasy?
6. Are you (most of the time) patient? punctual? easygoing? dependable? accurate?
7. Can you take good-natured teasing?
8. Can you lose without feeling bitter?
9. Have you often been accused of being selfish or egotistical?
10. What kind of person do you get along with best? least?

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session 7

The Interview

The interview is your chance to show that you are the person for the job. Your behavior should be natural and as spontaneous as possible. Try to avoid the impression that you are painfully uncomfortable and nervous. Experienced interviewers discount an amount of nervousness. The interviewer is there to hire people not to embarrass them. Try to relax.

TIPS

1. The interviewer is not superior to you. You have a service; the interviewer has a need. Make sure the job is right for you.

2. If you are sure of the pronounciation, greet the interviewer by name when you walk in.

3. Be alert and receptive to the interviewer's clues to shake hands, sit down, smoke, etc. Let the interviewer make the first move.

4. Be ready for at least one surprise question from the start:

   What can I do for you?
   Tell me why you're here.
   What things about this company interest you?

5. Don't answer by just saying yes or no. On the other hand, don't talk too much. Answer questions quickly and intelligently and think before answering.

6. Make sure that your good points get across. In doing so, appear factual and sincere; not boastful and conceited. If you can connect this information to a topic being discussed, by all means do so. Remember, both of you want as much information as possible from the interview.

7. The interviewer may steer the conversation to a touchy subject like politics or economics. Be honest in what you say, but don't say more than is necessary to answer the question. A job interview is not the place for a political speech. Don't argue.

8. Don't bring up money early in the interview. Often the salary scale is pre-determined and neither you nor the interviewer has much to say about it. It is possible that you may be asked what you think your salary should be. It is not wise to say at this point, but you should have some idea what the range will be. It's not uncommon for the applicant to aim high and price themselves out of a job. Gracefully state that you are more interested in a job where you can prove yourself rather than a specific salary. Pass the question back to the interviewer.

9. Most interviews last between 20 and 30 minutes. Don't carry on with a detailed history of your life or goals. Be alert for signs that the interview is over. Thank the interviewer for his time and consideration. Thank him by name if possible.

10. Never leave without knowing what action will come next. The interviewer should tell you; if not, be sure to ask. Something like, "Can I expect to hear from you within the week?"

Possible Questions for Employee to ask Employer

1. What will be the functions of the job?
2. What promotable positions could this job prepare me for?
3. Do you attempt to fill positions from inside the company before going outside?
4. What are the company benefits?
5. How are the employees paid? (check or cash, bi-weekly or weekly)
6. What is the evaluation procedure?
7. How often do employees receive increases?
8. What is the frequency of lay-offs?
9. What time do I begin my day? What time do I end my day?
10. Is a physical necessary? Where and when do I go?
11. When do I start work?

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session 8

Topic: The Interview

Task: Each student will be interviewed by a business volunteer

1. Make sure the students have their completed applications. Have each student decide in advance a job that would interest him.

2. If you know the volunteers who are coming, plan in advance which volunteers will interview which students.

3. Name cards for the volunteers from business would be helpful.

4. It is also helpful to have access to two or more rooms so that the noise level is decreased.

5. After introducing each volunteer to the class, the students to be interviewed go to a designated area with the interviewer.

6. Try to plan enough time after the interviews to discuss what happened. This is often the most informative time for the students. It also gives the business volunteers a chance to offer some tips gained from their years of experience in their field.

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session 9

Topics: Fringe Benefits
Fair Employment Practices
Minimum Wage

Volunteer will discuss legal rights

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session 9

Fringe Benefits

Fringe benefits are those "extras" received by the employee in addition to a salary. The benefits will vary with each company or union.

When considering a job, take into account the following benefits. Remember, all companies differ and it is a good idea to ask the employer before accepting the job.

There are four broad areas that are included under the heading fringe benefits. They are:

1. Vacations, holidays, and leave time
2. Health and welfare benefits
3. Medical care
4. Pension and retirement

I. Vacations, holidays, and leave time

In recent years, this group of employee benefits has been pretty much taken for granted. Holidays, vacations, and paid leave are provided without loss of pay. In most companies, holiday policies apply to all employees equally. Length of vacation is usually determined by years of service. Vacations in most instances are considered an earned right and employees who terminate are entitled to a proportional amount of vacation pay.

With regard to paid holidays many work contracts specify that certain eligibility requirements be fulfilled to get paid holidays. These may include attendance requirements and service requirements (number of months with the company). The Monday holidays are observed by federal government employees and include: George Washington's birthday, Memorial Day, Columbus Day, and Veteran's Day. The majority of companies now observe the Monday holidays, also.

Paid sick leave is normally regular full-time pay. It would be wise to check for eligibility requirements in this area. In recent years an increasing number of employees are allowed paid personal leave time. The personal leave may be used for business that cannot be transacted outside regular working hours. This business could include observation of religious holidays, emergencies beyond the employee's control, or illness beyond available sick leave.

II. Health and Welfare Benefits

a. Life insurance or death benefits aid the employee's family with financial expenses and adjustment after an illness or death.

b. Sickness and accident benefits provide continuing income during disability. It would be wise to check the total amount of benefits available, the duration of the benefits (a large amount for a short time or a smaller amount for a longer period of time) and if there is a waiting period before the checks begin.

c. Hospitalization and surgical benefits help the employee meet a sudden financial burden connected with hospitalization or surgery. The employee should know if the benefits are cash benefits or service benefits. Cash benefits are usually less expensive but don't cover as much service benefits. Check to see if dependents can be covered.

III. Medical Care

Medical care arrangements help with medical expenses other than hospitalization and surgery. This form of group insurance helps the employee pay for serious or prolonged illnesses. Medical care plans are relatively new and many health plans do not include them.

IV. Pension and Retirement

Most employers provide some form of retirements benefits. These benefits might include a pension, profit sharing, stock ownership, or savings plans.

Fair Employment Practices

Under federal laws there can be no job discrimination based on sex, race, color, religion, national origin, or age. This applies to employers as well as unions and employment agencies. A broad exception to the anti-discrimination laws makes it clear that wage discrimination is permitted where based on merit, seniority, and quantity or quality of work.

Equal Pay Act

EPA passed in 1963 to eliminate wage differences based on sex. If you want to register a complaint, contact the Wage and Hour Division of the Department of Labor. Investigators covering a possible violation will investigate the situation and "advise" the employer. If discrimination is found, based on sex, the employer must upgrade lower salary level; he cannot downgrade upper levels.

The Age Discrimination in Employment Act, 1967

This act pertains to employees between 40 and 65 years of age. This act probably won't interest you now but remember it for the future.

Discrimination in Recruiting, Hiring and Promoting

A company is not required to go out and hire a designated quota of minority group members. A serious imbalance in the work force compared to the proportion in the area, however, may suggest to federal officials that something is wrong with hiring policies.

Except in some areas of security, it is unlawful for a company to refuse to hire applicants because of arrest records.

It is unlawful to refuse to hire individuals because of their poor credit record.

A company cannot require that an applicant have a high school education if the requirement is not specifically related to job performance.

Pre-employment inquiries on job applications regarding race, color, religion, or national origin are not in themselves violations. But Equal Employment Opportunity Commission regards such inquiries as totally irrelevant to an applicant's ability or qualification, except in those rare instances where religion or national origin is a bona fide occupational qualification.

Sex Discrimination

It is interesting to note that the ban on sex discrimination was inserted into the federal laws with very limited provisions or discussions. It will help you to know that:

It is unlawful to classify a job as "male" or "female", unless sex is a bona fide occupational qualification.

It is unlawful to have rules that limit the employment of married women that are not applicable to married men.

It is illegal to refuse to hire women based on the assumption that women have a higher turnover rate than men.

Religion Discrimination

Under the Civil Rights Amendment (Title VI), an employer has the obligation to make "reasonable accommodation" to religious needs of his employees, where such accommodations do not force undue hardship on the employer.

National Origin Discrimination

This has come to mean discrimination with respect to the country of one's ancestry--rather than race or color. An employer cannot discriminate against members of a particular national origin because of a characteristic peculiar to their heritage. For example, the employer cannot refuse to hire a person who is shorter height than the norm, or has a difficulty with English or has accented English, when English is not required on the job.

WHAT TO DO

If you feel that you have been discriminated against for any of the reasons mentioned, there are state and federal agencies where you can file your complaints.

1. Equal Employment Opportunity Commission (EEOC)

   Charges can be filed with EEOC by the person with a grievance or through members of EEOC who suspect discrimination.

2. Office of Federal Contract Compliance (OFCC)

   This office is responsible for insuring equal opportunity by all federal government contracts.

3. National Labor Relations Board

   This agency deals mostly with discrimination involving unions.

4. Wage-Hour Division of the Labor Department

   This agency is responsible for administering equal opportunity in pay and wage discrimination charges.

STEPS IN FILING A CHARGE

1. You must file a charge of discrimination form within 180 days after the occurance (300 days if the charge is sent to state or local government first).

2. EEOC must respond to receiving the charge within 10 days.

3. EEOC must investigate the charge to determine reasonable belief that the charge is true.

4. If there is no reasonable cause, the charge is dismissed. If there is a reasonable cause, the commission must attempt to change the case.

5. If a reconciliation agreement is not reached within 30 days, the commission may bring civil action against the company.

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Grievances

If you are a member of a union and you have a grievance, it is usually handled by your immediate supervisor or the union steward. These complaints are usually put in writing.

In many companies, there are alternative routes to grievance procedures. If the employee wishes, he may by-pass his supervisor and talk to the personnel department. There is usually a time limit so that the employee knows when to expect a response. The employee has the right to ask one or two co-workers to accompany him.

Minimum Wage & Maximum Hour

Employees who work over 40 hours in a work week are entitled to "penalty" pay for the extra hours worked. Overtime hours earn time and a half the employee's regular rate. This does not pertain to work done for seasonal industries, processing and work with raw-state materials (meat, vegetables, etc.) hospitals, gas stations, or those who work with the sick, aged, or mentally ill.

As of 1974, the minimum wage was $2.00 per hour.

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Topics: Work attitudes
Wrap-up
Posttest
Feedback

I. Before you accept a job

II. Responsibilities of employer and employee

III. Administer posttest

IV. Feedback

Make sure all students get assignments back.

Before You Accept:

You've been offered a job, but before you accept find out:

1. Is it legal?
2. Is it safe?
3. What are your duties, hours, vacations, holidays?
4. What are the fringe benefits?
5. Will you work alone or with others?
6. How much supervision is required? by whom?

On the Job:

If you are serious about this job and you want to do well:

1. Perform your present job as well as you can.
2. Continuously add to the skills you have.
3. Be alert for future opportunities. Don't be afraid to let your employer know that you might want to move ahead and possibly move out of your present position. From the employer's point of view, you will probably do a better job in your present position in order to move ahead.
4. Know the lines of advancement.
5. Take advantage of training programs that interest you.
6. Once you are on the job, don't be discouraged. Give yourself time to grow and give the job a chance.

Who's Responsible for What?

Your employer is responsible for:

1. safe working conditions
2. explaining action of your duties
3. paying you the wages agreed upon
4. treating you fairly

Your duties and responsibilities include:

1. performing your job to the best of your ability
2. being honest
3. being on time and not being absent without good reason
4. letting your employer know that you will be unable to work on a certain day
5. respecting employer's property
6. obeying company rules

Payroll Deductions

Your first pay check will be exciting but it will also probably be a shock. You had probably already multiplied your weekly salary into a monthly salary, on to how much you'll have made by the end of the year. When your first pay check finally comes it is only a portion of what you had anticipated.

Deductions are made for some or all of the following:

Union dues
Social Security
State and/or local taxes
Federal income tax
Company pension plan
Group insurance
Hospitalization insurance
Savings bonds